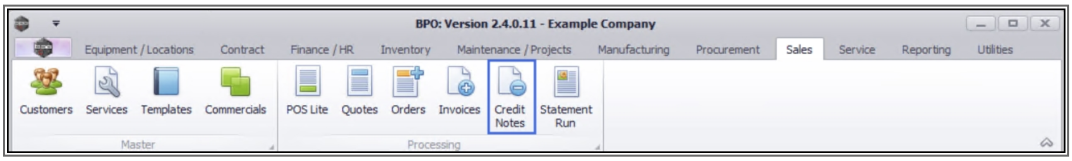
We are currently updating our site; thank you for your patience.

SALES

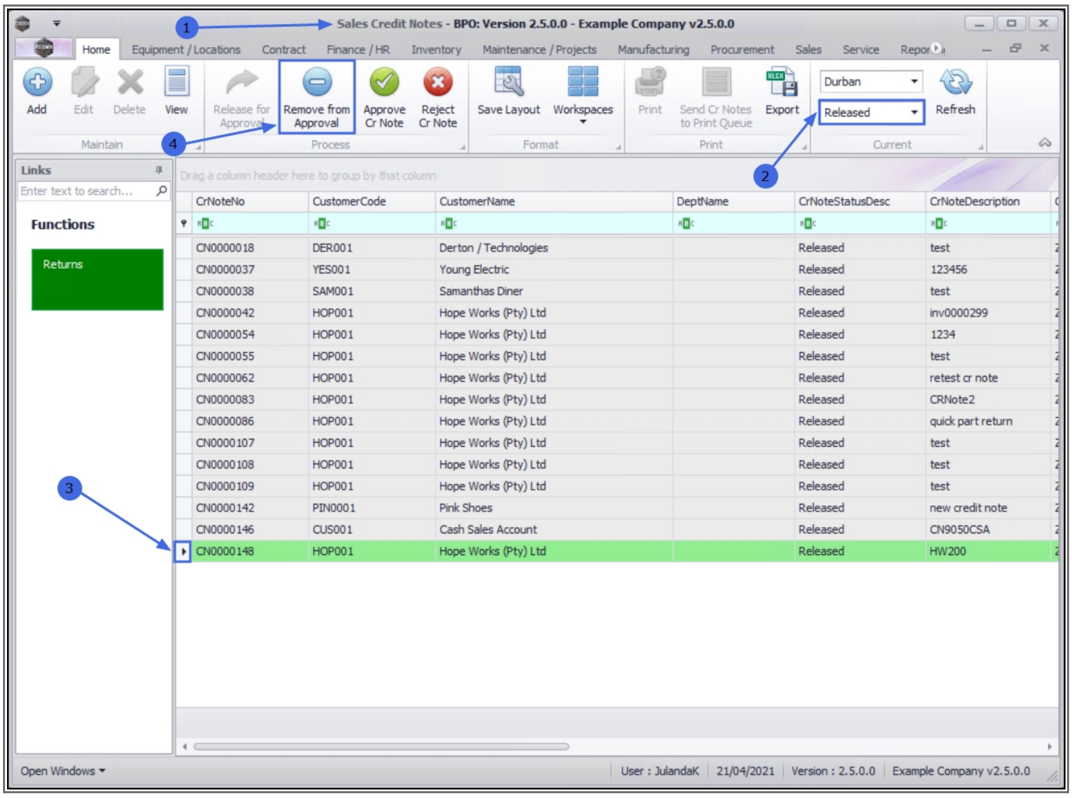
CREDIT NOTES – PLACE ON HOLD

Ribbon Access: Sales > Credit Notes

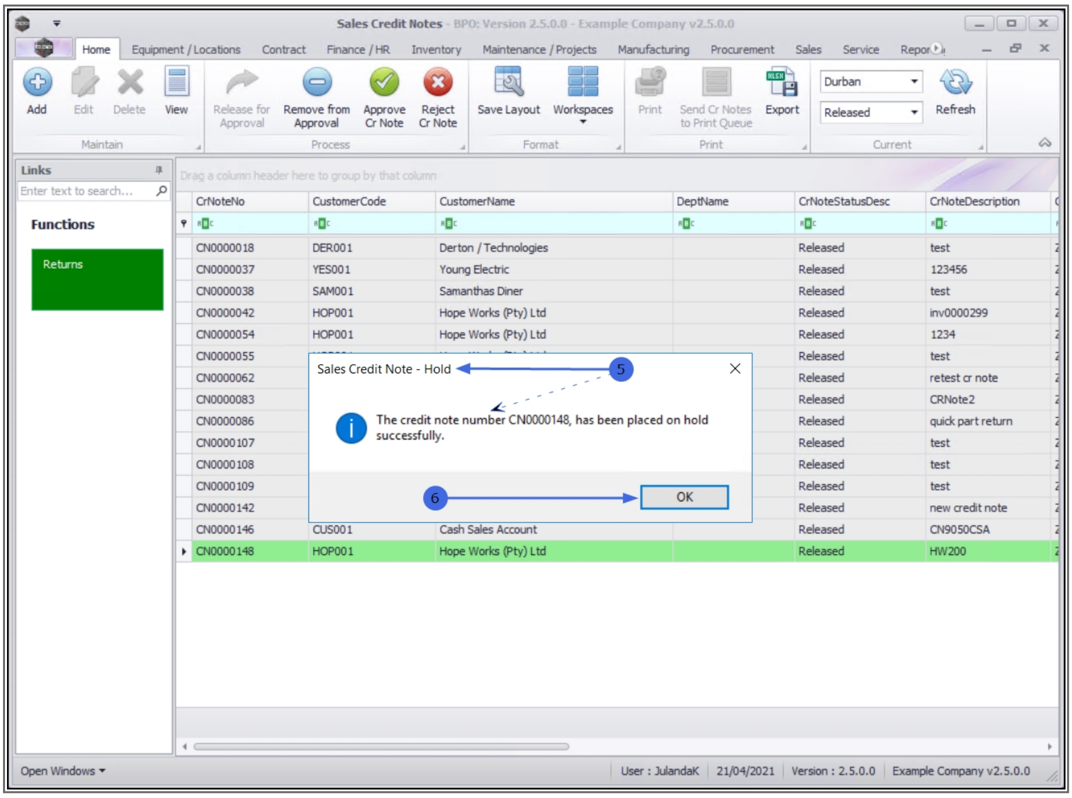


1. The **Sales Credit Notes** listing screen will be displayed.
2. Select the **Site** the credit note was created in.
   - The example has **Durban** selected.
3. Set the **Status** to **Released**.
4. Click on the **row** of the Credit Note you with to release for approval.
5. Click on **Remove from Approval**.

Short cut key: Right click to display the **All groups** menu list. Click on **Remove**.



5. When you receive the **Sales Credit Note - Hold** message to inform you that;
   - **The credit note number CN[**credit note number**] has been placed on hold successfully.**
6. Click on **OK**.



The selected credit note can now be viewed on the **Sales Credit Notes** listing screen where the **Status** has been set to **New**.

MNU.064.002